

	LOS LUNAS POLICE DEPARTMENT		
	ADMINISTRATION	NUMBER: ADM.10.01	EFFECTIVE DATE: March 11, 2010
	SUBJECT: Planning and Research		REVIEW DATE: July 2, 2015
	AMENDS/ SUPERSEDES:	NMSA:	
NMMLEPSC STANDARDS: ADM.10.01	APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE  Signature		

I. STATEMENT OF PURPOSE

The Los Lunas Police Department utilizes a records management system to track crime patterns in the city. This is accomplished through the use of computer generated information. This assists management by providing information useful for strategic planning and supporting line units by providing information useful in the development of daily operational and tactical plans.

II. PRINCIPLES

The Records Management System (RMS) is based on four basic principles

- A. Accurate and timely intelligence - the effective response to crime increases proportionally as the accuracy of the criminal intelligence increases.
- B. Effective tactics - these are established by comprehensive, flexible, and adaptable interpretation and deployment of personnel to shifting crime trends as they are identified.
- C. Rapid Deployment of personnel and resources - a viable and comprehensive response to a crime or quality of life problem demand the Department as a whole brings its expertise and resources to bear on a problem.
- D. Relentless follow-up and assessment - this is essential in determining if the tactics and deployment were successful.

III. RESPONSIBILITIES

- A. Records personnel shall provide detailed information on statistics upon request of an employee. The following factors should be included in the report, if available:
 - 1. Frequency by type of crime;
 - 2. Geographic factors;
 - 3. Temporal factors;
 - 4. Victim and target information;
 - 5. Suspect information, including vehicle descriptors;
 - 6. Modus Operandi factors;
 - 7. Physical evidence

IV. ADMINISTRATIVE REPORTING PROGRAM

In order to create a system wherein the staff is informed of daily and monthly operations which are used to provide guidance to set Department goals and objectives and as a guide to report agency activities to outside entities, the following administrative reports are utilized:

- A. Monthly reports to the Chief of Police
 - 1. First Line Supervisors
 - a. Submitted monthly recapping the events occurring within each division. Each unit within a specific division is responsible for the timely submittal of their respective, information to their Division Commander, who in turn prepares the information for submission to the Office of the Chief of Police.

These reports are designed to assist the Chief of Police in ensuring Department goals are being met; that Department resources are being utilized efficiently; and that community needs are being met.

- B. Statistical Reports
 - 1. An activity report is produced by the First Line Supervisor and lists the activity of each individual

officer. It is designed to provide supervisors with productivity levels of officers, assist in determining any patterns in productivity and tracking to determine any selective enforcement needs. This report is distributed by the First Line Supervisor to appropriate personnel within the police department.

2. A monthly report is produced by the records administrator for comparison of items month to month to the previous year. This report is distributed by the records administrator, or their designee, to the appropriate personnel within the police department.
3. A Uniform Crime Reporting (UCR) report is produced by the records administrator and contains the requested information. This report is distributed to the chief of police for review and then sent to the FBI.

C. Report to the Village Administrator

A report compiled, yearly, from the monthly reports to the Chief of Police. This report includes, among other things, a comparison from the previous year calls for services; reported crime and arrests, and community education presentation.